Living Marine Resources Program

REFERENCE GUIDE
SUBMITTING AND EVALUATING NEEDS

Version 2: March 2014

What Is a Need?

Needs are the fundamental basis of the LMR program as all technology investments are based on solutions to needs.

The program's scope provides limitations on investments defined by investment areas. In order for a need to be considered, it must fall under the purview of an investment area (see http://www.lmr.navy.mil/InvestmentAreas.htm).

A need defines a requirement to eliminate or reduce an environmental constraint that:

- Addresses a Fleet operational challenge,
- Identifies an existing gap in knowledge, technology, and/or capability,
- Is associated with an environmental constraint or regulatory driver.

When submitting a need, give LMR as much information as you can about your problem. Tell us what the problem is and how big the problem is. What is the basis of the problem? Is problem the result of a current or impending regulatory requirement that now makes your job more difficult? Is it a technology gap? Is it a fleet operational challenge? Is it only at your facility or Navy wide?

A Need is NOT a project. At the very bottom of the need submittal form, you will have the opportunity to put in a short "suggested solution," but the description of the need should not include your solution.

A Need is NOT a method to purchase equipment. You may 'need' a piece of equipment to fulfill an existing solution but that does not constitute an LMR Need.

How Do I Submit My Need?

All needs must be submitted via the submission form on the LMR website (http://www.lmr.navy.mil).

HOW TO ACCESS THE FORM TO SUBMIT YOUR NEED ⟶

How Do I Submit My Need (continued)?

From the LMR website http://www.lmr.navy.mil, click on **Needs.**

Once on the **Needs** page, click on the *Submit a Need Now* button on your screen.
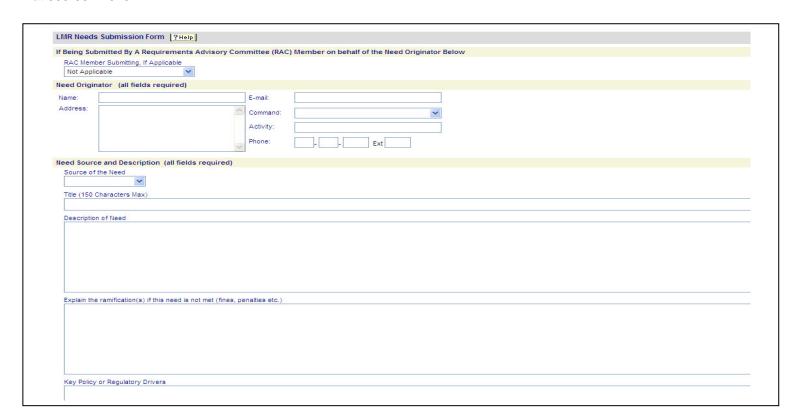
Submit A Need Now

The LMR Needs Submission Form shown below will appear. All fields must be filled in. When complete, hit the *Submit Need* button at the bottom of the form.

The **HELP** link on top of the submission form provides explanations for each entry (see http://www.lmr.navy.mil/SubmitNeedsHelp.htm).
Once you submit your need, you will receive confirmation on screen and via email. The screen will display a need identification number for tracking purposes and all the information that you submitted. Print this information for future reference.

Click on **Submit Another Need** to continue submitting needs or click on **Finished** to exit. If you have questions or comments, click on **Contact Us** at the bottom of the screen.

You will not be able to edit a need that you submitted. If you want to make a change to your submittal, or if you require further assistance, contact an LMR Advisory Committee (LMRAC) member assigned to your need or the program manager at 805-982-1618.

What Happens To My Need After I Submit It?

Once you submit your need, the following actions occur. (*These actions are performed on a designated schedule by members of the program's LMRAC and the program manager.)*

1) You will receive an automated email from the LMR website confirming receipt with a pdf file of your need attached.

2) You may be contacted by an LMRAC member if the program requires further information on your need.

3) LMRAC members review each need and submit their recommended evaluations to the website. The evaluation criteria used can be found on http://www.lmr.navy.mil/NeedsRanking.htm.

4) The program manager schedules a final needs evaluation meeting with all LMRAC members. At this meeting, the LMRAC evaluations are reviewed and leveraged to collaboratively arrive at a final program evaluation.

5) The program approved needs are submitted to the resource sponsor (CNO-N45) for final approval.

6) When the evaluation cycle is complete, you will be notified of the results via an automated email.

7) Valid needs will receive an evaluation disposition of 'Request Pre-proposal' and an associated priority (high, medium, low).

If My Need Is Determined To Be Valid, How Does It Get Addressed?

Please note that the Needs collection process generates many more valid needs than the LMR program can fund. Regardless of the outcome, we value your interest and look forward to your continued participation.

For all approved needs, the following actions occur to identify technology solutions. (*These actions are performed on a designated schedule by members of the program's LMRAC and the program manager.)*

1) Approved needs are released to the research and development community and a call for technology proposals is made.

2) Proposals associated with each need are collected on the website.

3) LMRAC members collaboratively evaluate each proposal and submit their recommended evaluations to the website. A primary decision point for the evaluation is how adequately the proposal addresses the need it seeks to solve.

4) The program manager schedules a final evaluation meeting with all LMRAC members. At this meeting, the LMRAC evaluations are reviewed and leveraged to collaboratively arrive at a final program evaluation. Both steps 2 and 3 are a two phase cycle; they first occur for pre-proposals and then for full proposals. Pre-proposals are typically one page descriptions on the technology solution. Once validated, a full proposal is submitted providing more details on the proposed technology

5) Valid proposals are then eligible for funding. The ultimate goal is to demonstrate and validate that a technology successfully solves a need and to facilitate the integration of that technology.